



U.S. CIVIL SERVICE COMMISSION
FEDERAL EXECUTIVE INSTITUTE

ROUTE 29 NORTH
CHARLOTTESVILLE, VIRGINIA 22903

DTP-9407

December 20, 1973

Mr. Alfonso Rodriquez
Director of Training
Central Intelligence Agency
Washington, D. C. 20505

Dear Rod:

This letter and the enclosed Bulletin contain information about the residential training programs of the Federal Executive Institute which are scheduled for Fiscal Year 1975 and shares allocated for purchase by the Central Intelligence Agency.

The FEI has scheduled two major categories of programs for next fiscal year: four sessions of a seven-week Senior Executive Education Program to replace the present eight-week program; and four sessions of a new three-week Executive Leadership and Management Program designed for executives recently appointed to supergrade ranks. Some short courses which are also scheduled to be held in Charlottesville are described in the enclosed Bulletin, but those are not the subject of this letter.

The seven-week program is a revision of the eight-week course conducted by FEI during its first five years of operation. A wide array of course options is provided in the program to facilitate executive improvement in three areas of effectiveness: the environment of Federal executive effectiveness, management systems and processes, and personal management skills. The program is designed for executives in grades GS-16 and above (or equivalent in other Federal pay systems), and it is open to persons in both career and non-career assignments. Occasionally, GS-15's will be enrolled, but they will be examined by the Bureau of Executive Manpower on a case-by-case basis, and they will be admitted only when a special executive development need exists in an agency and when enrollment will improve the composition of the FEI session.

The new three-week program is designed to serve the needs of Federal executives at the critical time of transition into executive-level responsibilities. The curriculum focuses on executive roles, and it provides for individual assessment and goal-setting; identification of government-wide and agency perspectives in organization, management, and programs; and identification of resources for continued executive

development and accomplishment. The course is open only to executives within 18 months after their initial entry into a position at grade GS-16 or above, or equivalent. Persons in both career and non-career assignments are eligible.

The number of persons attending these programs is determined on the basis of an agency's specific executive development needs. For Fiscal Year 1975 the attendance shares are again being allocated by the Bureau of Executive Manpower of the Civil Service Commission. Because of its intimate relationship with the establishment of supergrade positions and its qualifications approval of candidates for these positions, we believe that the Bureau is in a better position to discuss executive development needs with you and your representatives than we are at FEI. At your convenience, your Agency Officer in the Bureau of Executive Manpower will be happy to discuss the specific aspects of your executive development plans as they relate to the FEI nominations. On the other hand, if you wish to discuss the new FEI programs, please feel free to contact us here at the Federal Executive Institute.

The four sessions of the seven-week Senior Executive Education Program are scheduled as follows:

Session 28	Sunday, September 8 - Friday, October 25, 1974.
Session 29	Wednesday, October 30 - Tuesday, December 17, 1974.
Session 30	Sunday, March 2 - Friday, April 18, 1975.
Session 31	Sunday, May 4 - Friday, June 20, 1975.

The four sessions of the three-week Executive Leadership and Management Program are scheduled as follows:

Class 1	Monday, July 15 - Friday, August 2, 1974.
Class 2	Monday, August 12 - Friday, August 30, 1974.
Class 3	Monday, January 6 - Friday, January 24, 1975.
Class 4	Monday, January 27 - Friday, February 14, 1975.

For Fiscal Year 1975 the cost per share in the seven-week program is \$2,500, and for the three-week program it is \$1,100. Those amounts cover basic costs involved in operating the sessions, including books, materials, and room and board. Travel is not included, and a small per diem of \$2.50 is commonly provided by the agency.

For the seven-week program, your agency is allocated 7 of the shares available for Fiscal Year 1975 in the sessions listed below:

Session 28	Session 29	Session 30	Session 31
<u>1</u>	<u>2</u>	<u>2</u>	<u>2</u>

For the three-week program, your agency is allocated 8 of the shares available for Fiscal Year 1975 in the classes listed below:

Class 1	Class 2	Class 3	Class 4
<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

On page 40 of the enclosed Bulletin, you will find a set of target dates for action on share purchases and nominations. The first deadline is February 22, 1974, by which time we ask that you return your statement of intention to purchase shares to the Bureau of Executive Manpower. A form for making that statement of intention is attached. As these statements are received, purchase agreements will be sent to you for formal agency action. Transfer of funds occurs shortly after the beginning of the fiscal year.

We at FEI appreciate your past support and the assistance of agencies and executives in the development of the new programs scheduled for Fiscal Year 1975. We hope to continue to work with you to merit your participation in the Institute's programs.

Cordially yours,



CHESTER A. NEWLAND
Director

Enclosures (2)

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*Should not
adviser*

*Take a look &
make new
3 wk. program
for new
supergrades.*

*Also - How do things
stand for getting
DDO people into
these programs?*

Approved For Release 2000/08/04 : CIA-RDP78-04202A000200170010-4
SUBJECT: Federal Executive Institute Share Allocations for Fiscal Year 1975

TO: Assistant Director for Executive Operations and Evaluation
Room 6R48
Bureau of Executive Manpower
U. S. Civil Service Commission
1900 E Street, N. W.
Washington, D. C. 20415

FROM: **Alfonso Rodriguez**
Director of Training
Central Intelligence Agency
Washington, D.C. 20505

SEVEN-WEEK SENIOR EXECUTIVE EDUCATION PROGRAM:

Check One

1. We agree to accept your allocation of shares for the seven week program. ☐
2. We agree to accept your allocation of shares for the seven-week program and would like added shares as shown below, if possible: ☐

Session 28 Session 29 Session 30 Session 31

3. We cannot accept your allocation of shares in the seven-week program and wish them adjusted as shown below: ☒

Session 28 Session 29 Session 30 Session 31

1 1 1 1

THREE-WEEK EXECUTIVE LEADERSHIP AND MANAGEMENT PROGRAM:

Check One

1. We agree to accept your allocation of shares for the three-week program. ☒
2. We agree to accept your allocation of shares for the three-week program and would like added shares as shown below, if possible: ☐

Class 1 Class 2 Class 3 Class 4

3. We cannot accept your allocation of shares in the three-week program and wish them adjusted as shown below: ☐

Class 1 Class 2 Class 3 Class 4

FEI 1974-75 BULLETIN:

Additional copies of the new FEI 1974-75 Bulletin will be sent to you on request.
If you need more, please list the number here. _____

PLEASE RETURN THIS FORM NOT LATER THAN FEBRUARY 22, 1974.

mailed form 1-31-74 [signature]